

Archive Recommendations for Individuals

Compiled by CALS History Work Group, February 2016

UW-Madison Archives is located in Steenbock Library. Archives will maintain a file folder for each individual that is stored with other departmental files. Most of the information detailed below will be placed in this file folder. Copies of selected publications will be filed separately and identified by a file number. That file number should be referenced in your publication list. Large groups of photos and other large volume items will be filed separately. Photos should be identified by date, time, place, and names of people and events. A list of photos should be placed at the beginning of the collection. Also place a copy of the photo list in your individual file folder.

Information about your experience before UW:

- City, state and country of origin
- High school
- College or university (undergraduate and graduate school; include major and degrees obtained; thesis titles)
- Appointments before UW (include title/description and years)

Appointments at UW:

- Initial (teaching, research, extension, administrative; percent of each and start date)
- Changes in appointment (dates and responsibility)
- Retirement date and emeritus documents

Teaching:

- Courses taught by years (indicate new courses you developed); a representative course outline may be included for each course
- Number of students in each course
- List of graduate students (names and degrees) by years (include thesis title for each)
- Photos of you in a teaching situation

Research:

- Description of research activities and years involved in each activity
- Funding source for the research and amounts
- Patents obtained
- Licenses awarded
- Companies started
- Photos of you in research situations

Extension/Outreach:

- Description of extension or outreach activities and years involved in each activity
- Detail international outreach and development activities

Service:

- Departmental committees served on (include years and indicate role (i.e. chairperson))
- College committees served on (include years and indicate role (i.e. chairperson))
- University committees served on (include years and indicate role (i.e. chairperson))
- Building or remodeling projects directed or helped direct
- US organizations involved in, responsibilities, significant contributions
- National and international professional organizations involved in, responsibilities, significant contributions
- Special assignments by years

General Information:

- Significant correspondence sent and received; please be selective and place these in a separate folder
- List of publications (journal articles, abstracts, book chapters, proceedings papers, etc.) arising from teaching, research, and extension. Make two lists, one by subject and one list chronologically (place an X before publications that will be archived)
- Copies of publications to be archived; archive only publications that are not accessible in the library, e. g., conference proceedings papers; do not include books, bulletins, or publications accessible in the library; place in separate folder and include an ordered list at the beginning
- Professional memoir or bibliography
- Oral history, when recorded, and where it is deposited

Awards Received (include title, year, description):

- Teaching
- Research
- Extension
- Service

Sabbatical Leaves (location, years and activity undertaken)

UW-Madison Archives, David Null Director, 425 Steenbock Library, 608-265-1988
<http://www.library.wisc.edu/archives/archives/donate-your-materials/campus-partners/what-do-we-collect-from-faculty/>